Adobe Acrobat 7.0 Training

How to use the Adobe Acrobat 7.0 symbols

- Text highlighted in blue indicates the text may change later
- Whenever you highlight a text in yellow, you must add a comment (right click and select Open Pop-up Note)

Required Change	Adobe Acrobat Editing Tools	Comments
Awkward phrasing		Highlight selected text and write suggested text
Insert new paragraph (insert #1, insert #2, etc.)	and	Attach a file as a comment
Insert a new paragraph		Hold down Shift key and press Enter. Then close comment window.
Change to lower case letters		Highlight selected text
Change to upper case letters		Highlight selected text
Change to bold face		Highlight selected text
Delete (remove) 1 line space		Arrow tool, type "delete line space"
Insert (add) 1 line space	or	Arrow/insert tool, type "insert line space"
Delete space between words		Arrow tool, type "delete space"
Insert space between words		Hold down Shift key and press space bar. Then close comment window.
Delete text		Cross out text
Insert text	and	Insert text at cursor and circle with oval tool
Insert punctuation ➢ Apostrophe ➢ Quotation marks	and	Insert text at cursor and circle with oval tool ➢ Type word with apostrophe or quotation marks to make edit clear
Move text as shown	and and/or , , as needed	Drawing tools – add a comment, depending on the purpose of the change
Move to next line (break line)	or	Pencil and polygon line tools
Move text in bracket direction	or	Pencil and polygon line tools

Edit Symbols Master Sheet

Required Change	Adobe Acrobat Editing Tools	Comments
Move to next line (break line)	or	Pencil and polygon line tools
Move text in bracket direction	or	Pencil and polygon line tools
Question the writer	T	Highlight selected text & type new text or question
Run paragraphs together	and	Pencil and arrow tools
Spell out word or number	T	Highlight selected text & type new text
Transpose letters or words	T	Replace selected text
Underline	T	Underline text tool